

MOBILE FOOD VENDING ADVISORY BOARD

ELECTRONIC RESERVATION SYSTEM

RULES

Colsmfv.com

1. Trucks availability will be submitted to www.colsmfv.com on the 5th of each month prior to the scheduled start date, and then we pull the data down to our software.
 - a. The schedules will then be created based on fairness rating system (will take 2-3 months of data) and emailed out to Public Safety for approval, approved schedules will be confirmed with the vendors via email no later than the 10th of the month, immediately following the invoices will be sent to all vendors for payment due between the 15-20th of the month.
2. Cuisine type can only be used in the same spot every 4-7 working days.
3. Schedules will be for: (all zones)
 - a. 10:00AM – 4:00PM
 - b. 4:00PM – 10:00PM
 - c. 10:00PM – 3AM at select locations
4. License Manager and Chairperson of MFV Board will have view only access to system
5. Trend reports will be available for each spot using a rating system by vendor
6. \$25 per spot for all vendors per time slot
7. Web maps will be available for each day viewing with hover to identify vendor at a location
8. List of vendors will be available each day on the website by locations
9. If a vendor cancels three(3) times in the electronic reservation system, a recommendation will be made by the vendor to the MFV Board as to the severity of the issue.
 - a. MFV Board will make a decision at Board level or make other recommendations to the Director of Public Safety.

10. The webpage will be www.colsmfv.com once live, for now everyone can see the live OSU site at www.ohiofoodtruckfinder.com/osuwmc the link to vendor back end web page for now is <https://www.concept21.com/ts/sales/login.php>
11. Website will also have email sign up subscription, from this service coupons can be created if vendors would like to opt in to have promotions but not required, subscribers will be emailed weekly schedules every Sunday night per the location they signed up for.